



Ottawa Administrative Internship for Canadian Students

WINTER 2015 INTERNSHIP DATES

Monday, January 4, 2016 – Friday, April 29, 2016

Deadline for Applications: Friday, November 13, 2016

Interview Dates: Open

ADMINISTRATIVE POSITION:

The Administrative internship is a junior level administrative role responsible for general reception and administrative duties. This position requires a high degree of attention to detail, excellent organizational skills and proven customer service skills.

BENEFITS OF INTERNSHIP:

- Experience professional development
- Enhance business communication skills (verbal and written)
- Develop confidence and progress in a dynamic environment
- Enhance resume and open doors to future careers positions
- Gain valuable 'on-the-job' experience

POSITION DESCRIPTION:

After a brief orientation period, the intern will be involved in 'on-the-job' training by working on administrative and office support activities.

Intern responsibilities will include:

- Communicate with internal and external customers in a timely and professional manner using the appropriate tone and professional language. Includes answering emails and phones, greeting office walk-ins and escorting guests in the building.
- Processing mail including the accurate distribution of all incoming/outgoing mail.
- Filing and faxing
- Assisting other members of the time in completing overflow duties as required.

Upon completion of the internship, intern will receive a letter of referral based upon performance.

ELIGIBILITY REQUIREMENTS:

Interns will gain valuable experience in a progressive work environment and quickly become familiar with working in a dynamic office. Applicants should have excellent interpersonal and communication skills (both written and oral), and be proficient in the Microsoft Office applications, word and excel.

Internship involves a forty hour work week with a minimum service of twelve weeks required. Students must be currently enrolled in a business or administrative field, and held in good academic standing in a post-secondary educational institution at the time of application, or be recent graduates who are seeking business experience prior to gaining permanent paid employment. The program is open to Canadian citizens or permanent Residents in Canada that are at least 18 years of age. Applicants must be able to pass a medical exam and a U.S. non-sensitive security clearance before commencing internship. This is an unpaid internship.

APPLICATION PACKAGE:

Please either email or mail your cover letter, resume and writing sample, prior to the application deadline, to:

*U.S. Embassy Ottawa
U.S. Commercial Service
c/o Tracey Ford
P.O. Box 866, Station B, Ottawa, K1P 5T1
Fax: 613-238-5999
Email: Tracey.Ford@trade.gov*

Be sure to include the following elements:

Cover Letter:

Why you want to be an intern, what you have to offer, and what you hope to benefit from the internship. *It is VERY important to mention which internship you are applying for:
i.e., Ottawa Commercial Internship or Ottawa Administrative Internship.*

Resume:

Please list your future goals, computer skills, past experience, including academic accomplishments, citizenship and student status.

Letter of Recommendation:

Candidates must also provide a brief written recommendation from their school. (This is not a requirement for students who are recent graduates).

**Please note that this is an unpaid internship.
Applicants must be able to pass a medical exam
and a U.S. non-sensitive security clearance before
commencing the internship.**

For further information on the internship program in Ottawa, please contact Commercial Specialist Tracey Ford at Tracey.Ford@trade.gov